

## CHAPTER 6

# DIRECTIVES ISSUANCE SYSTEM

*The Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, provides the method of issuing directives for all activities in the Navy. According to SECNAVINST 5215.1, a directive prescribes or establishes policy, organization, conduct, methods, or procedures; requires action or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be issued formally.

This chapter gives you information about the directives issuance system. You will be dealing with the directives issuance system on a daily basis in your work. Become familiar with it; it will pay handsome rewards.

### DIRECTIVES ISSUANCE TERMS

The following terms and their definitions will help you understand the material in this chapter:

**DIRECTIVE.** An instruction, notice, or change transmittal. It prescribes or establishes policy, organization, conduct, methods, or procedures; requires action or sets forth information essential to the effective administration or operation of activities; or contains authority or information that must be passed formally. The types of directives used in the Directives Issuance System are instructions, notices, and change transmittals.

**INSTRUCTION.** A directive containing authority or information having continuing reference value or requiring continuing action. It remains in effect until superseded or otherwise cancelled by the originator or higher authority.

**NOTICE.** A directive, effective for one time only or for a brief period, that has the

same force and effect as an instruction. Usually, it will remain in effect for less than 6 months, but is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a notice, such as the submission of a report, use of a form, or following a specified procedure, is considered to be cancelled when the notice is cancelled, unless the requirement is incorporated into another suitable document. A notice has a self-cancelling provision. The cancellation date is always stated. When the exact length of time a notice is to remain in effect cannot be determined at the time of issuance, the specific date for record purposes is set far enough in the future to allow all necessary use of the notice. Cancellation determinations are indicated at the top right corner (Cane frp:) or as the last paragraph preceded by the words *Cancellation Contingency*.

**CHANGE TRANSMITTAL.** The medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits and gives directions for making them.

**CHECKLIST.** A numerical list of effective instructions. This list is used to verify the completeness and accuracy of a master set of instructions.

**CROSS-REFERENCE SHEET.** A sheet distributed with a directive, and filed in the directives binder, to assist users in locating the directive when filed separately.

**DISTRIBUTION LIST.** A list of action and information addressees of a directive.

**ISSUING AUTHORITY.** The chief official of an activity, command, or

independent component, by whose authority and under whose title a directive is issued.

**JOINT DIRECTIVE.** A directive issued jointly by one authority in conjunction with one or more other authorities.

**LETTER-TYPE DIRECTIVE.** An instruction or notice prepared in a format similar to that of a naval letter.

**MESSAGE-TYPE DIRECTIVE.** A directive transmitted via the Naval Telecommunications System.

**PAGE CHANGE.** An additional or replacement page for an instruction or notice, transmitted under cover of a change transmittal, for insertion by recipients.

**PEN CHANGE.** A change, usually short, that is entered in the basic document in handwriting by the recipient. Directions should state precisely where the change occurs.

**PREPARING AUTHORITY.** The chief official of a command, activity, or component who has initiated the task of preparing a directive.

**PUBLICATION-TYPE DIRECTIVE.** An instruction or notice whose content is best suited to a publication format, such as parts, chapters, or sections. It carries the same subject number as the assigned transmittal and does not carry a separate publication number.

**REVISION.** A reissuance of an existing instruction in completely rewritten form.

**SPECIAL DISTRIBUTION LIST.** A list of addressees, compiled by an issuing authority to meet his or her special recurring needs, when use of the *Standard Navy Distribution List, Part 1, (SNDL)* would be impractical.

**WEEKLY TRANSMITTAL SHEET.** The means by which the Navy Publications and Printing Service makes initial distribution of directives addressed to all ships and stations.

**ALL SHIPS AND STATIONS.** The To line of a directive to be included in a special distribution system from specified organizations in the Washington, D.C., area to all or most of the components of the Department of the Navy listed in the *SNDL*.

## **ADMINISTRATION AND MAINTENANCE**

The Chief of Naval Operations administers the Directives Issuance System and provides for possible improvements and changes to the system.

### **ISSUING AUTHORITY**

The issuing authority (the official by whose authority and under whose title a directive is issued) ensures compliance with the Directives Issuance System. This official also issues internal procedures necessary for administering the system.

An issuing authority ensures that directives are issued to adequately document programs, functions, organizations, policies, and procedures for which he or she is responsible. This official ensures directives conform to Department of the Navy policies and regulations and to statutory and other requirements, without policy or procedural gaps or overlaps.

The issuing authority conducts an annual review, and other reviews as needed, to ensure the system's requirements and standards are being met. This official also ensures a review of all effective directives the organization has issued to determine those which need to be cancelled, updated, revised, or consolidated. One method is to review instructions on their respective anniversary dates, thus spreading the work load over the year.

The issuing authority ensures personnel responsible for drafting, producing, reviewing, and maintaining directives receive training as needed.

If practical, when the official name of an activity is changed or when activities are consolidated or split, the issuing authority issues a conversion table showing the old and new identifications of directives. This official also ensures the automatic distribution of applicable directives to a newly established activity or an activity moved from one command chain to another.

## **DIRECTIVES CONTROL POINT**

Each command has a directives control point that continually analyzes directives, evaluates the system's operations within the individual organization, and makes recommendations for improvements when appropriate. The directives control point is usually the ship's secretary aboard ship and the administrative officer at a shore activity.

Before it is signed, each directive is reviewed for compliance with directives standards, including preparation for proper signature, clearances, format, identification, security requirements, editorial standards, subject numbers, and references. The directives control point ascertains currency, need, completeness, and possible overlap or conflict with other directives. The control point assigns consecutive numbers to new instructions after signature and ensures dating before issuance.

Another function of the directives control point is to review the proposed distribution of each directive to ensure distribution is selectively appropriate and accurate. This review allows the control point to prevent overdistribution or underdistribution of directives. The control point arranges for reproduction, distribution, and stocking of directives. The directives control point maintains, in standard three-ring or post

binders, a master up-to-date set of all incoming and outgoing directives, including a copy of each message directive. For classified directives, the control point maintains locator cross-reference sheets. Publication-type directives are filed elsewhere. The directives control point also reviews checklists to ensure the currency of directives addressed to the organization. A ship's directives control point obtains a complete set of all applicable directives upon the activation or commissioning of the ship.

The directives control point issues annual numerical checklists, quarterly additions and deletions, and annual alphabetical subject indexes of currently effective instructions the organization has issued. The Navy Publications and Printing Service (NPPS) provides this service to Washington headquarters organizations, except Headquarters Marine Corps.

## **OFFICIAL CASE FILES**

Each issuing authority maintains official directives case files for directives issued. The files are arranged numerically by the standard subject identification code (SSIC) assigned the directives and filed as a separate series, apart from other files. Each case folder includes the following:

- The official copy of the basic directive containing clearance initials or names and the original or copy containing the actual signature or other authentication.
- The official file copy or signature copy, or other designated official copy, of any change, cancellation, cross-reference sheet, or revision of the basic directive.
- Any reproduced (distribution) copy of the basic directive and any change, cancellation, cross-reference sheet, or revision of the basic directive. Ships and small activities may dispense with this requirement, if approved by local authority.

- Supporting and other pertinent documents, including those containing concurrence, nonconcurrence, approval, and significant comment.

## **FILING DIRECTIVES**

Instructions normally are filed according to (1) SSIC, (2) consecutive number, and (3) issuing authority. Checklists of directives issued by Washington headquarters organizations are organized in this manner. If local conditions require, however, directives may be filed primarily by issuing authority or by a combination of SSIC and issuing authority. Alphabetic prefixes (C and S, indicating security classification) to the subject designation are disregarded in determining the numerical filing sequence.

Because of their brief duration, notices ordinarily need not be filed in the master file. If they need to be interfiled temporarily with instructions, the notices should be tabbed so that each may be easily and promptly removed as soon as its cancellation date is reached. Copies may be filed in separate suspense binders when necessary.

Cross-reference sheets for instructions permanently or temporarily removed from your office are interfiled with instructions. Locator sheets are inserted in normal sequence, in place of the instructions they reference. A subject cross-reference sheet is placed in front of those instructions that carry the same SSIC. A second copy of the cross-reference sheet should be placed in a suspense file for instructions temporarily loaned out. An instruction should usually be returned within 5 days.

When copies of directives are needed to complete a record or to support or further document a specific action, they may be filed in the activity's general subject files, pertinent case files (such as contract case files), or other appropriate correspondence files.

## **ENTERING CHANGES**

Proper notations, such as Ch-1 for change 1, are entered in the upper right margin of the first page of each directive changed. For publication-type instructions, notations are entered on the record-of-changes sheet to indicate changes received and incorporated.

## **REQUISITIONING DIRECTIVES**

Required additional or replacement copies of directives, excluding notices, are requisitioned from the stocking point shown on each directive. Washington headquarters organizations normally stock directives, excluding notices, at the Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120. If available, Departmental Directives Requisition, NAVSUP Form 1205, is used for requisitioning copies of directives stocked at that location. The supply office should have a supply of these forms.

## **DISPOSITION OF DIRECTIVES**

Each activity maintains the directives it receives only during the period of their effectiveness. Cancelled directives, regardless of classification, are destroyed by recipients without notification to the originating office.

An activity maintains its official directives case files for the same period it maintains its official correspondence files. It disposes of them in the same manner.

## **PREPARATION OF DIRECTIVES**

The *Directives Issuance System Manual*, SECNAVINST 5215.1, contains complete directions for the preparation of instructions and notices. Figures 6-1 through 6-6 present the standard format for directives and cross-reference sheets.

DEPARTMENT OF THE NAVY  
Chief of Naval Technical Training  
Naval Air Station, Memphis  
5820 Navy Road  
Millington, Tennessee 38054-5650

CNTECHTRAINST 1500.1B  
N162  
10 June 1994

CNTECHTRA INSTRUCTION 1500.1B

Subg: GENERAL MILITARY TRAINING

Ref: (a) OPNAVINST 1500.22C  
(b) CNTECHTRAINST 1540.36  
(c) CNTECHTRAINST 1540.8C

Encl: (1) Military Training Topics List

1. Purpose. To provide a military training program in accordance with references (a) through (c) for all personnel attending preparatory schools.

2. Cancellation. CNTECHTRAINST 1500.15A.

3. Background. Navy enlisted personnel receive initial military training and indoctrination during recruit training. It is necessary . . .

4. Action.

a. Commanding officers will conduct a program of military training in compliance with this instruction . . .

b. Enclosure(1) provides a list of GMT topics considered appropriate for inclusion in an A or C School . . .

**Figure 6-1.-Sample instruction.**

CNTECHTRAINST 1500.15B  
10 June 1994

Commanding officers may include, as required, additional topics from reference (a), or other topics . . .

c. A desirable level of GMT instruction is an average of 4 hours per week for students attending courses.

d. Activities are authorized to include GMT in the course master schedules, not to exceed the limits established . . .

P. T. BOAT

Distribution:  
CNTECHTRAINST 5216.2V  
List I, Case 2 (less A, E, FF, and GG)  
List V

copy to:  
FT1

Stocked:  
Supply Department  
Naval Air Station, Memphis  
5820 Navy Road  
Millington, TN 38054-5650

**Figure 6-2.-Sample continuation page of an instruction.**

DEPARTMENT OF THE NAVY  
Naval Education and Training Program  
Management Support Activity  
6490 Saufley Field Road  
Pensacola, Florida 32509-5237

Cane frp: JUN95

NETPMSANOTE 5000  
Code 10  
10 June 1994

NETPMSA NOTICE 5000

From: Commanding Officer

Subj: TYPING OF NAVAL NOTICE

Ref: (a) SECNAVINST 5215.1C

Encl: (1) Example of a typed naval notice

1. Purpose. This paragraph will state the reason for issuing the notice. In this case, the purpose will be to acquaint you with the correct format for typing a naval notice.

2. Background. This paragraph will provide you with helpful information so that you may better understand the notice. In this instance, you are to use reference (a) for further information about proper format when typing a naval notice.

3. Action. This paragraph normally states what action the addressee must take. For this example no action is required.

4. Cancellation Contingency. This paragraph will tell you what will cause the cancellation of the notice. Usually, completion of actions assigned is in previous paragraphs.

P. T. BOAT

**Figure 6-3.-Sample notice.**

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, DC 20350-1000

SECNAVINST 5216.5C CH-2  
PERS-09B  
10 June 1994

SECNAV INSTRUCTION 5216.5C CHANGE TRANSMITTAL 2

From: Secretary of the Navy  
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Encl: (1) List of Effective Pages for SECNAVINST 5216.5C  
(2) Revised Page 2-2

1. Purpose. To promulgate Change 2 to subject manual.

2. Action.

a. Make the following pen change to subject manual:

Page 1-3, top of the page, delete entire line reading "Note: See paragraphs 7,8, and 9... sender's symbols."

b. Insert Enclosures (1) and (2) in place of existing pages.

P. T. BOAT  
By direction

**Figure 6-4.-Sample change transmittal.**



LOCATOR CROSS-REFERENCE SHEET

OPNAVINST 5510-1H  
10 JUN 94

Subj: DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY  
PROGRAM REGULATION

This directive is not filed in these directive binders, but may be found at the following location(s):

---

**Figure 6-5.-Sample locator cross-reference sheet.**

SUBJECT CROSS-REFERENCE SHEET

BUPERS 1001

See: BUPERSINST 1750.10 OF 21 DEC 1993, IDENTIFICATION CARDS FOR MEMBERS  
OF THE UNIFORMED SERVICES, THEIR FAMILY MEMBERS, AND OTHER  
ELIGIBLE PERSONS

(Here, a brief summary of content of the directive should be included if the subject is not  
sufficiently descriptive.)

**Figure 6-6.-Sample subject cross-reference sheet.**

## **SUMMARY**

This chapter has given you information that covers the whole spectrum of the Directives Issuance System. By knowing and understanding the contents of this chapter, you can find any procedure and do any job you

are given. Other chapters in this manual will teach you how to do other specific jobs and give more detailed information on certain aspects of the Yeoman rating. This chapter will prepare you to perform well in your present job as well as in other jobs throughout your career.

